GRANTS MANAGEMENT CONNECTION

Desk of The DAS

News You Can Use

Since You Asked…

Quarterly Super HEROES

ARIZONA Department of Education

> "Committed to serve our customers by delivering the highest quality support through innovation, individual pride, and friendliness."
>
> Our Mission

How to Manage CRs and RRs At The Same Time

One fiscal year ending and another beginning can create overlapping processes, all requiring time-sensitive attention from GME users. Here are a few informational guideposts to assist you with managing equally important reimbursement requests and completion reports in GME:

Reimbursement Requests (RR):

- ***RR amounting to 10% or more of the awarded allocation:*** Justification comment required.

- ***RR amounting to 20% or more of the awarded allocation***: Justification comment **and** an expenditure summary report from your accounting system required.

- ***Advances:*** Requests for advances may require additional information and/or additional documentation. Provide the date on which funds will be expended as well as why an advance is needed vs. waiting for reimbursement.

Completion Reports (CR):

- ***Carryover & Expired Funds:*** Expired funds cannot be carried over into the next project.

- ***Carryover & Expiring Funds:*** Expiring funds to be carried over must be obligated by the **original** project end date and expended within 3 months or funds will be forfeited.

- ***Capital Outlay:*** If capital was approved in the funding application, a final Capital Outlay Worksheet must be submitted with the completion report.

- ***Interest & Federal Grants:*** Interest earned must be reported on the completion report. Interest amounts earned up to $500 per year may be retained by the non-Federal entity for administrative expense. Additional interest earned must be returned to ADE.

- ***Interest & State Grants***: All interest earned on State grants must be returned to ADE. Check with your Program area as certain State grants may allow interest to be carried over as cash on hand into the next project. **Please note – all interest returns are final and cannot be reversed.**

- ***Completion Report Deadlines:*** CRs must be submitted within 90 days from the project end date, typically by 9/30 or 12/30.

For both RRs and CRs, the Grants Management Processing team may request additional information or documentation, contingent on specific rules and regulations set forth for each grant.

We are here to help! If you need assistance at any point during the RR or CR process, please contact us directly at 602.542.3901 or via email at grants@azed.gov.

Desk of The DAS

By: Sarah Hendrix

Welcome to the first newsletter of the fiscal year! We are back!

Let me take this opportunity to introduce myself; my name is Sarah Hendrix and I have been in the Grants Management department for about six years. I've served as a Technical Coordinator, Director of Grants Technology, and now I have the pleasure of serving as the Deputy Associate Superintendent of Grants Management. I have enjoyed my time with the agency and count myself lucky to work with people who genuinely pour their hearts and souls into what they do day after day.

Being with the department this long, I've been able to be a part of some tremendous growth and witness marvelous triumphs. Within the last year, Grants Management took over processes including reimbursement requests, completion reports, and fiscal monitoring of all Federal and State funding.

This shift provided the opportunity for us to centralize the fiscal components of the grants themselves. The most notable benefit to the systematic unification is having fiscal monitoring in one place, which allows us to give you a single point of contact with whom you can work with throughout the process.

You might have noticed the focus of the newsletter is introducing you to the Grants Management team. We have three units – Technology and Training, Grants Processing, and Fiscal Monitoring – all working in tandem.

The units meet on a regular basis, share information, and work to improve methods, communication, and solve issues that arise. I might

"Do Great Things!"

be biased, but I am always impressed with their dedication and hard work. Hopefully, you have had the opportunity to work with our amazing team members, so you know this first hand.

We have a number of great things coming this fiscal year to the Grants Management System. The previous fiscal year saw terrific updates to the system including Indirect Cost and General Statement of Assurance. In addition to these vital changes, we will be adding more trainings both in person and online.

Great stuff is happening!

Here's to a new school year!

Meet Our Team

Tech and Training

… are the backbone of the department! Training communicates procedural improvements in weekly workshops while Tech enacts those upgrades into Grants Management Enterprise. As a local education agency, *you* are their main focus and your suggestions facilitate system enhancements!

Left to Right: Sam Irvin, Stephanie Ferguson, and Alice Johnson meet with Katarina Pena and Susy Broos to discuss GME trainings dates, topics, and improvements.
(Not Pictured: Hai Nguyen, Tech Director starting August 28, 2018)

Grants Processing

...providing the comfort of meeting your fiscal needs, they ensure your success! You can count on Processing to complete claims, reimbursements, and completion reports in a timely fashion. Questioning the financial workings of a grant and its life cycle? Use Option 2, and they'll provide the answer!

Top Right: Jon Chase, Brandy Rodriguez Mejia, Phil Grant and Jackie Aranda ponder a solution while conferencing with an LEA. *(Not Pictured: Evelyn Benavidez and Ingrid Rope)*
Left and Right: Phil Grant, Cindy Stewart, Kristen Heck (Processing Director), Brandy Rodriguez Mejia, and Holly Drennan map the completion report stages.
(*Not Pictured: Evans Ochonogor)*

Fiscal Monitoring

….fully supports all organizations receiving funding through ADE as the pass-through agency. Our team's mission is to curb any fiscal roadblocks, shed light on Federal and State compliance guidelines, and overall enhance the grant experience.

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Left: Tech's Alice Johnson and Monitoring's Denise Lee collaborate on the GME Test Site.
Right: Denise Lee, Bozena Branicz, Scott Pearce, Bobby Neves, Becky Donnelly, and Esh Muliyil huddle together to remove Federal roadblocks and pave the way for the LEA's.
(Not Pictured: Charis Newberry, Fiscal Monitoring Director)

News You Can Use

GRANTS MANAGEMENT CONNECTION

Tech and Training

The Technology team reminds those with the role of **LEA User Access Administrator** that they can no longer directly create new users in GME. The process now begins in ADEConnect, where the individual must be provided with the Grants Management access role. Once assigned, the user opens Grants Management through their ADEConnect account. This creates a link between ADEConnect and GME for that user. The **LEA User Access Administrator** can then search for the user and assign the appropriate roles.

Important: If the user does not launch the link, GME will be unable to associate him/her with the organization.

Grants Processing

Expenditure summary reports are required for all Completion Reports and Reimbursement Requests that are 20% or more of the allocation. Our team strongly encourages Visions and QuickBooks expenditure details as they are easily read and clearly delineate function codes and expenses. If you do not use either of these software programs, please upload a report from your most advanced accounting system. Reports should be uploaded in GME's Related Documents for both completion report and reimbursement request.

> **"Expenditure summary reports are now required!"**

If you have any questions on acceptable documents, please email us at grants@azed.gov or call us at (602) 542-3901, Option 2. We will be happy to assist you!

Fiscal Monitoring

> **"...reach out to us with any compliance concerns."**

Since July 1st, all Grant Fiscal Monitoring was transitioned to Grants Management. Our goal is to assist LEAs with Federal and State compliance on grant guidelines and provide technical support when needed. Please feel free to reach out to us with any compliance concerns you may have.

The Fiscal Monitoring team is also tasked with performing Single Audits for entities that receive over $750,000 in Federal funding. This process is conducted to ensure each sub-recipient observes Federal and State principles. If you have any questions regarding Single Audits or what is required, we are the team to speak to!

Since You Asked...

We want your questions! While we are always available for direct assistance, we've found that sharing the answers to your questions and concerns with other LEAs is extremely beneficial to us all. *We* learn that there are issues that we need to address and *you* learn that there are others who share your experiences.

Each newsletter we will be addressing the most frequently asked questions as submitted to us by you. Please send us an email with "Newsletter Questions" as the subject line and include any questions or concerns you may have. While we cannot post them all, we will address those that are most frequent and current with the time of the fiscal year.

Quarterly Super H.E.R.O.E.S.

Each quarter we **H**elp **E**veryone **R**each **O**utrageously **E**pic **S**uccess and recognize our stellar team members. This quarter we are proud to present our trainers, Katarina Pena and Susy Broos!

Katarina has been with the Grants Management team for just under a year and is diligent, upbeat, and keeps the team atmosphere sparkling.

Susy has only been a part of our team for a few short months and already has plunged in to a great many projects, all destined to make a significant difference. No matter the task, she is always there to help!

Katarina Pena

Susy Broos

Upcoming Trainings

For session details and training registration, visit ADE's Event Management Calendar:

https://ems.azed.gov/Home/Calendar

September 2018:

Title: Lunch and Learn: Self Assessment

Date & Time: Every Other Week September 4, 2018 — October 29, 2018 11:30 am – 12:00 pm

Location: Webinar

Title: GME Navigation Overview

Date & Time: September 5, 2018, 10:00 am – 11:00 am

Location: Webinar

Title: Completion Report Overview

Date & Time: September 12, 2018, 2:00 – 3:00 pm

Location: Webinar

Title: Reimbursement Request Overview

Date & Time: September 19, 2018, 10:00 am – 11:00 am

Location: Webinar

Title: Completion Report Overview

Date & Time: September 25, 2018, 10:00 am – 11:00 am

Location: Webinar

October 2018:

Title: User Roles and User Access Administration

Date & Time: October 2, 2018 10:00 am – 11:00 am

Location: Webinar

Title: Reimbursement Request Overview

Date & Time: October 10, 2018 2:00 pm – 3:00pm

Location: Webinar

Title: Completion Report Overview

Date & Time: October 17, 2018 10:00 am – 11:00 am

Location: Webinar

Title: GME Navigation Basics

Date & Time: October 24, 2018 2:00 pm – 3:00 pm

Location: Webinar

GMU Grants Management University

GM Grants Management